



## Swimming Pool / Spa Application

### Submittal & Plan Review Requirements

#### *City of Carmel / Clay Township*

**RESIDENTIAL POOLS:** TWO (2) sets of the following documentation is required, along with TWO (2) completed copies of the swimming pool / spa application, for all pools, (or spas, where appropriate) to show compliance with State and local regulations.

**COMMERCIAL/INSTITUTIONAL POOLS:** THREE (3) sets of the following documentation is required, along with THREE (3) completed copies of the swimming pool / spa application; and a copy of the State Commercial Design Release (CDR) for the structure, for all pools, (or spas, where appropriate) to show compliance with State and local regulations. FURTHER—If the pool is an outdoor pool, a pre-submittal meeting will be required. See section marked "Pre-Submittal Meeting," which follows the plan and submittal requirements below.

**PLAN INFORMATION:** All plans shall be on paper no larger than 11 inches by 17 inches. Additionally, an electronic PDF copy shall be submitted to [nmishler@carmel.in.gov](mailto:nmishler@carmel.in.gov) in addition to paper copies. If you have issues regarding paper size and/or the electronic submittal please contact either the Building Commissioner or Deputy Building Commissioner through (317) 571-2444.

1. **Physical Description of the Pool:** Includes, Pool perimeter area, depths, waterline, stairs, ladders, ledges and underwater seat benches, diving equipment, and materials of construction.
2. **Dimensional Design:** At least one overview and one side view showing depths and wall and floor slopes.
3. **Designation of Pool Type:** As specified in IAC 20-4-9, and if diving equipment is planned.
4. **Pool Egress:** All plans should show the proper means of egress that conform to 675 IAC 20-4-14.
5. **Electrical Requirements:** Shall conform to the Indiana Electrical Code 675 IAC 17. Plans should indicate all electrical outlets within twenty (20) feet of the inside walls of the pool.
6. **Waste Water Disposal:** Show that backwash water will be discharged into a sanitary sewer through an approved air gap, or into an approved subsurface disposal system, or by other means in accordance with 675 IAC 16, the Indiana Plumbing Code, and 327 IAC the rules of the Water Pollution Control Board.
7. **Safety Features:** State on plans the means by which access will be restricted: Walls or fencing not less than five (5) feet in height and completely surrounding the pool and deck area, with self-closing and self-latching gates and doors, both capable of being locked, OR, an APPROVED pool cover. (Safety features must also include requirements found in 675 IAC 20-2-26 and IAC 20-4-27.) ABOVE GROUND POOLS MUST SHOW IN DETAIL THE STAIR / GATE MEANS OF ACCESS.

#### FURTHER:

1. If an **underwater light** fixture is provided, the pool diagram must indicate if the system is low voltage or a 120-volt system.
  - a. A 120-volt light must have an insulated #8 copper bond wire from light shell to an approved light junction box.
  - b. The bond wire must be installed in the conduit from the light to an approved light fixture junction box.
2. Show the location of an **approved light fixture junction box** above the deck on the site/plot plan, no closer than five (5) feet to the pool edge and not under a diving board.
3. The SITE/PLOT PLAN must show the location of the pool circulation pump, heater, filter, and panel board, if used.
4. Show, on the site/plot plan, the location of a disconnect switch for the **pump, heater, and pool cover**. Disconnect switches must be within sight and equal to or less than ( $\leq$ ) 50 feet from the motor, or the circuit breaker must be the lock out type.
5. Show the location of **ANY 120-volt electrical receptacles** within 20 feet of the pool. All receptacles within 20 feet of the pool edge must be GFCI protected. No receptacle can be within 10 feet of the pool edge.
6. Show, on the site/plot plan, any lighting fixtures within 10 feet of the pool. (This includes low voltage landscape fixtures)
7. Show location of the pool cover key switch.
8. Show location of any electrical switches. No switch can be located within 5 feet of the pool edge.
9. Show drainage or drainage arrows on site/plot plan.

10. Provide **side view drawing** of pool, showing all depths, changes in depth, and length.
11. Show diving board and/or slide on site/plot plan. If none, state none.
12. Show figure 4 type **handrail** at all exits, at all ends of pool, with auto cover.
13. **For ABOVE GROUND POOLS ONLY:** State that a single twist lock receptacle will be used to connect the pool pump motor to the electrical supply. Single receptacle must be GFCI protected or pump must be double insulated with an internal ground.

**ADDITIONALLY:**

1. **SITE/PLOT PLAN:** Submit two (2) copies of a site plan, (3 if commercial) showing all existing and proposed structures on the lot, plus the street address, subdivision name, and lot number. **SITE/PLOT PLAN MUST ALSO DETAIL:**
  - a. Location of pool, including setback of pool from side and rear yard and any easements from the edge of deck – NOT EDGE OF POOL.
  - b. Principal residence.
  - c. Detached garage and driveway, and ALL accessory buildings.
  - d. All easements: Drainage, Utility, Etc...
  - e. Septic tank and leach field, in addition to well location, if present.
  - f. Show ANY existing utilities within fifty (50) feet of the proposed pool location.
  - g. Show how area will drain after pool is constructed. Show drainage flow arrows, or submit two (2) copies of cross sections through pool and adjacent ground area, OR existing and proposed contours with elevations for pool and deck and disturbed area around the pool.
  - h. Show all pool accessory structures: Heater, filter, automatic pool cover, and any other equipment. Indicate any automatic fill device or backflow preventer.
  - i. Show ENTIRE deck area and all dimensions on all sides.
  - j. Show any retaining walls, and detail their construction.
2. **RIGHT-OF-WAY PERMIT:** For pools being built within the City limits, a copy of your approved/issued Right-of-Way permit from the City of Carmel Department of Engineering is required.
3. **THE COLOR PATTERN, OR FINISH OF THE POOL INTERIOR** shall not obscure the existence or presence of objects or surfaces within the pool. The floor of all pools shall be white, light colored, or light colored patterns in order to facilitate the identification of any objects within the pool. (675 IAC 20-2-3; Effective 10/11/01)
4. **ORDINANCES & REGULATIONS:**
  - a. In accordance with County Ordinance, the minimum setback requirement for a swimming pool to the septic system is fifty (50) feet, if there are suction water lines. However, if the swimming pool is a completely sealed system, the setback requirement is ten (10) feet from the swimming pool to any part of the septic system.
  - b. Pools, pool decks, and/or related pool equipment **CANNOT** be located within any type of easements, or closer than three (3) feet to any easement, and no closer than ten (10) feet to any property line or septic tank or leach field.

**COMMERCIAL/INSTITUTIONAL POOLS ONLY — PRE-SUBMITTAL MEETING: (Brief summary of requirements/procedure)**

**FIRST:** Submit for and obtain the appropriate approvals by the City of Carmel Plan Commission, Board of Zoning Appeals, Technical Advisory Committee, the Dept. of Community Services, and/or approvals required by any other City, County, or State agency that may have requirements for this project.

**SECOND:** Submit plans to the State Fire Prevention & Building Safety Plan Review. Contact (317) 232-6418 for any questions regarding their submittal process. You will need to obtain your State Commercial Design Release (CDR) to include in your submittal to the Building & Code Enforcement office.

**THIRD:** Contact Trudy Weddington at (317) 571-2433 or at [tweddington@carmel.in.gov](mailto:tweddington@carmel.in.gov) to request a pre-submittal meeting for your project. If she is unavailable, please contact Jim Blanchard at (317) 571-2450 or [jblanchard@carmel.in.gov](mailto:jblanchard@carmel.in.gov). You will need to provide the following information when making your request: 1. Project Name and description; 2. Location of project; 3. Contact Name, phone number, and e-mail address.

--Once our office has been contacted for a meeting, we will e-mail the appropriate City and County agencies, to verify the status of the project. You will be CC'd on this e-mail, and will receive any replies regarding outstanding items. If any are cited, you will need to contact that agency to clear up the issue. Once all items are complete, we will contact you to schedule the meeting. The meeting date is normally set within one or two days from that contact.